

# **HERITAGE CHRISTIAN ACADEMY**

## **Church-Related School (CRS) and Tutorial HANDBOOK 2009-2010**



“Those who hope in the Lord will renew their strength.  
They will soar on wings like eagles;  
they will run and not grow weary,  
they will walk and not be faint.”

Isaiah 40:31

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## Welcome to Heritage Christian Academy General Information

We would like to welcome you to Heritage Christian Academy. Heritage Christian Academy has been serving families since 1997 in our co-op and tutorial classrooms, and we began enrolling students in our Church-Related School in 2000. Our mission is to inspire a commitment to Jesus Christ as we promote academic excellence for our students in grades K-12. Heritage Christian Academy is listed with the Tennessee Department of Education as a category IV: Church-Related School. Our program operates under the provision of TCA: Tennessee Code Section, 49-50-801. Students enrolled in our program are not required to register as a "homeschooler" with the local superintendent of schools. Our status and operational distinction were most recently confirmed as complying with the Tennessee educational standard in a memo dated February 18, 1999 from Commissioner James Walters to all superintendents. Our Tutorial ministers to the community at New Hope Baptist Church located in Hermitage, Tennessee. New Hope is a homeschool friendly church and is extremely supportive of our efforts. For more information on HCA, please do not contact New Hope Baptist; you may contact Katrina at [BusyTrina@comcast.net](mailto:BusyTrina@comcast.net). We continue to be dedicated to assisting and guiding families who choose to take responsibility for educating their children.

**Co-op:** In addition to keeping your records, we also have programs set up to assist you. Our co-op is an optional program for students in grades K-6. Our families all pitch in to provide fun and interesting hands-on classes for our students. We all work together to make our co-op happen. Therefore a parent from each co-op family is required to teach/volunteer two six-week sessions. Our classes are an awesome experience for everyone. Parents can network and make new friends teaching with other parents, and you can learn different teaching styles and tips from each other to use when helping your children at home. Co-op students make lifelong friends in the process. We intend for this program to enrich your educational experiences at home. This cooperative program will highlight specific academic areas that your child should be exposed to for his/her particular grade level. Many activities, field trips, programs, parties and educational opportunities are also available to our students. This year our co-op classes will meet on Fridays at New Hope Baptist Church from 10:00 a.m. to 12:00 noon. We will have a lunch break from 12:00 to 12:30. Also, we offer enrichment classes to the co-op students which meet from 12:30 p.m. to 3:00 p.m. You must be in the co-op to take the enrichment classes.

**Tutorial:** We also have an optional Tutorial program available to our students which meets at New Hope Baptist Church on Fridays. The Tutorial serves students in grades 7-12. We hire qualified teachers to facilitate our classes. We have a group assembly time (called "Connect") at 11-11:30. Lunch is between 11:30-12. Students may bring their lunch or order their lunch. Students are allowed one free student center period during which time they are allowed to quietly talk with their friends, study, have a snack, play games, etc. If they have an extra break, they will need to leave campus or sign up to serve during that hour. There are additional fees for the Tutorial and the Co-op.

You must be enrolled under the HCA church-related school to participate in one of our programs. We begin registration each year in March, and we do fill up quickly. The earlier you register, the better your chances of securing your child's spot in one of our programs.

**Church-Related School:** We accept church-related enrollment all year. Keep in mind that the fees increase beginning September 1. You can not count days for time that you are not enrolled in our program. Registration begins July 15 and ends July 14 of the following year.

## Church-related School Law

### 49-50-801 Church-related schools

(a) As used in this section, unless the context otherwise requires, "church-related school" means a school operated by denominational, parochial or other bona fide church organizations, which are required to meet the standards of accreditation or membership of the Tennessee Association of Christian Schools, the Association of Christian Schools International, the Tennessee Association of Independent Schools, the Southern Association of Colleges and Schools, the Tennessee Association of Non-Public Academic Schools, the Tennessee Association of Church Related Schools, or a school affiliated with Accelerated Christian Education, Inc.

(b) The state board of education and local boards of education are prohibited from regulating the selection of faculty or textbooks or the establishment of a curriculum in church-related schools.

(c) The state board of education and local boards of education shall not prohibit or impede the transfer of a student from a church-related school to a public school of this state. Local boards may, however, place students transferring from a church-related school to a public school in a grade level based upon the student's performance on a test administered by the board for that purpose. In local school systems where the local board of education requires tests for students transferring to that system from another public school system, the same test shall be administered to students transferring to such system from church-related schools. Church-related schools shall be conducted for the same length of term as public schools.

(d) Nothing in this section shall be interpreted as prohibiting church-related schools from voluntarily seeking approval by the state board of education, nor prohibiting the state board of education from extending such approval when it is voluntarily sought.

## Parent Letter

### Dear Parents,

We would like to publicly dedicate Heritage Christian Academy to our Lord and Savior, Jesus Christ. We praise His holy name for shedding His blood so you and I could have eternal life. We give Him all the glory for our academic efforts.

Congratulations to you and your family on your decision to take responsibility for your child's education. We want you to know that you will have good days and you will have better days. However, you will not regret making the choice to educate your children at home. Your blessings, adventures and memories will be plentiful as you make this commitment to learn together as a family. If you are a veteran homeschooler, congratulations on your perseverance. Another year, another adventure! Please read through this handbook and refer to it when necessary. We hope it answers any questions you may have.

We pray God will be glorified through your homeschooling efforts. We pray that your marriages and your relationships with your children will become stronger, and we pray the blessings in your life will be abundant. May all of you bask in His love, mercy and grace.

Happy Homeschooling,  
Ed and Katrina Hagerty  
HCA Administrators

**The object and purpose of our instruction is love which springs from a pure heart and a good conscience and sincere faith.**

**1 Timothy 1:5**

- 1) Pray about your decision.
- 2) Complete and mail in the following forms to HCA with your fee:
  - Application
  - Request for Records (we will send this form to your school to let them know you have legally enrolled)
  - Fee schedule
  - Your fee (we accept checks and money orders made out to HCA)

Please mail to:  
**Heritage Christian Academy**  
**P.O. Box 1135**  
**Mt. Juliet, TN 37121**

- 3) If your child attends a public or private school, go to your school to sign your child out. Inform them that you are withdrawing your child and enrolling your child in Heritage Christian Academy. Tell them your school will be contacting them. You may want to ask for a copy of your child's transcript to get a better idea of the subjects he has taken and how many credits he has. Be sure that you have paid any outstanding fees, such as lunch money, overdue library books, etc. Be sure to turn in all of your books that belong to the school, or the school may not release your records. If you are coming from another umbrella school, be sure your records are in order and all grades have been turned in.
- 4) Purchase your books. After you have determined the classes your child has taken, you can better determine what classes he will need. HCA sells curriculum, but you are welcome to purchase curriculum somewhere else. There is a list of curriculum sources elsewhere in this handbook.

**REGISTRATION FEES:**

	<u>June-Aug</u>	<u>September 1</u>	<u>January 1</u>
first child	\$65	\$86	\$96
second child	\$46	\$86	\$96
third child	\$46	\$86	\$96
fourth child	\$46	\$86	\$96

- \*After the fourth child, there will be no additional fee.
- \*There is a \$25 fee for returned checks. All fees paid are nonrefundable.

**Records: submit the following when you register for the first time:**

If you have been in a public/private school, they will be sent from your school.

1. Immunization form (or a written letter telling why you do not immunize)
2. Copy of birth certificate

**Attendance and Progress Reports** – These can be found at our web site (see above) in the CRS, Tutorial or Co-op Forms Section and are to be completed on each child you are teaching. The Semester 1 form needs to be printed, completed and turned in by January 15<sup>th</sup> and the Semester 2 form needs to be printed out, completed and turned in by July 15<sup>th</sup>. Seniors need to turn in their 2<sup>nd</sup> semester report 2 weeks before graduation. Two Attendance and Progress Reports must be turned in each year for each HCA student. Kindergarten is a required grade in

the state of Tennessee, and we need to have reports for them also. It is recommended that you keep a copy of each report in your own personal file for reference.

### **Dismissal/Admittance**

Students that are not making adequate academic progress or are not attending the designated amount of school days will be dismissed from our program with no refund. We expect our students and families to conduct themselves in a strong moral fashion. Those students that do not make good moral decisions or that choose unlawful behavior will be dismissed from our program. Students that have been expelled from another school or have a long record of suspensions may not be accepted in our program.

### **Withdrawal**

Students withdrawing from our school are expected to provide us with information, including the address of the school they are enrolling in. You would need to complete the withdrawal form we provide and send to us by email or mail. We will need to transfer records to your school.

**Refunds** - If at some point after you register for the next school year, you decide you want to withdraw your child, you will lose your church-related, tutorial and co-op fee. If Co-op enrichment classes have not started, we will refund your money for those enrichment classes that require fees. We can also refund achievement test and yearbook fees if requested before Jan. 1. Please make your decisions prayerfully.

### **ACT/SAT**

Colleges require one of these tests for admission. You may pick up a test information packet at the HCA Tutorial or at any public or private high school guidance office. You may also register by going to: [www.actstudent.org](http://www.actstudent.org) or [www.collegeboard.com/mysat](http://www.collegeboard.com/mysat).

Be aware that you will be required to register about a month in advance of the test. There is a fee for taking these tests. Juniors and Seniors may choose to take the ACT in place of taking an achievement test. You may take the ACT as many times as it is available. Every senior (college bound or not) is required to take one of these tests before you graduate from HCA. We do not require a particular score in order to graduate. Colleges offer scholarship money to students with high scores. Students scoring at least a 21 on their ACT are eligible for the Tennessee Hope Scholarship.

### **TACRS**

Heritage Christian Academy belongs to Tennessee Association of Church-Related Schools (TACRS). H.C.A. acquires and maintains your academic records. These include transcripts of subjects, high school credits, grades, attendance, medical and other information pertaining to your student. Heritage Christian Academy is classified by the Tennessee Department of Education as a Category IV Church-Related School and is exempt from accreditation requirements per TCA 49-50-801. As such, students transferring to public or private schools may be subject to testing for grade level placement (or to determine what credits will be accepted in the case of high school students).

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### **Driver's License**

In order to obtain your learner's permit, you must have a letter from your school. Please request your form by email if possible. The form is only good for 30 days from the date on the letter. You must have been a member of HCA for at least 30 days prior to receiving this form. We must have a copy of your birth certificate on file. You must be 15 to obtain your permit. Your first driving letter is free. There is a \$5 fee for an additional letter.

### **Change of Address/Phone/Email**

Please send us your new mailing address, phone number, or email address if there is a change during the year.

### **E-Mail**

We strongly recommend that you have and maintain an e-mail address. Most of our communication will be done through our HCA Yahoo Group. Each August our umbrella families will be listed in our Yahoo Group. You are expected to read your e-mails and keep up with what is happening. If you do not have e-mail, perhaps you can use a friend's or relative's e-mail address and they can call you with pertinent information. You can always go to the library to get on our website to find any forms that you may need. We also have Yahoo groups for the Co-op and the Tutorial with pertinent information regarding those groups. Email us to let us know if your email changes during the year.

### **Attendance**

HCA requires that you attend your classes a minimum of 180 (4 hour) days for the school year. Field trips and other learning activities may be considered part of your school day.

### **Achievement Tests**

H.C.A. does not require testing. However, yearly achievement testing is recommended and strongly encouraged for grades 2-11. Comparing each year's scores will indicate to the parent the areas that their child was successful as well as the areas that need more work. Achievement test scores may be a useful aid as part of an overall assessment of the progress of an individual student. Grades 11 and 12 may take the ACT or SAT college entrance tests in lieu of the achievement tests. H.C.A. provides students with a testing facility in Hermitage. H.C.A. gives the Stanford Achievement tests to students enrolled with H.C.A. that request to be tested. We provide degreed certified testers at the test site in Hermitage. If you test through a source other than H.C.A., you should turn in a copy of your test results to H.C.A. to become part of your permanent file. Achievement tests cost \$55 per student if you order your test when you register for the school year. After registration, the cost is \$65. The deadline for ordering your test is January 1. However, those students out of the area may find their own local testing. Tests are available through Bob Jones University Press @1-800-845-5731 or testing@bj.edu. The tests available through BJU are the Stanford Achievement Test, Iowa Achievement Test and various other assessments. They do have certain requirements of the test-giver. You may check with Kelley Dew if you have questions about testing. Check our calendar for the dates.

### **Records: submit the following when you register for the first time:**

1. Immunization form (school will send)
2. Copy of birth certificate (school will send)
3. Attendance and Progress Reports

### **Seniors**

If you are planning to graduate in our graduation ceremony, let us know when you register so we can inform you about graduation information/meetings. There is a fee to participate in the graduation and reception. Our graduation is held in May. Upon completion of requirements, you may graduate without attending graduation, if you choose. Seniors are required to complete 24 credits, complete required subjects and take the ACT or SAT in order to receive a diploma. We do not require a certain score to graduate.

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### **Transcripts**

We prepare a transcript for each senior. The transcript is made from information on Progress Reports received from you and transcripts received from other high schools. We will go over each student's transcript with parents to be sure there are no mistakes. We also provide an official transcript for college application. If you would like to have your transcript sent to a college that you are applying to, request in writing (email or postal mail) that your transcript be sent to the college you desire. Include your name (that you had when you graduated), your year of graduation, and the address of the college that you want your transcript sent to. We will send out 2 transcripts at no charge. If you would like additional transcripts sent or if you are in grades 9-11 and if you would like a transcript prepared, they are \$5 each.

### **Early Graduation**

An eleventh grade student may graduate one year early if he has 24 credits, has taken the required classes, and has scored 21 or above on the ACT.

### **Yearbooks/Pictures**

HCA Yearbooks are available each year. We need you to send photos of your students involved in school or social activities from the year. If you get your pictures taken with us in the fall, you will automatically have a class picture in the yearbook. Pictures will not be returned so please send copies. Please send pictures to us by April 1. Yearbooks cost approximately \$55. We will offer yearbooks as long as we have parent volunteers willing to help with this project. We choose pictures for the yearbook each year from the collection we have at our website. If you have pictures that you would like to put on the website, please email [ehagerty@comcast.net](mailto:ehagerty@comcast.net).

### **School Pictures**

If you are interested in having your children's school pictures taken, check the calendar on our website for the dates. Our photographer will be available between 10 and 1 for each photo shoot. They are taken in the fall and spring in at our tutorial/co-op (New Hope Baptist Church). Fall pictures automatically go in the yearbook with the class pictures at no charge. Our photographer will make photo packages available if you choose to purchase school pictures of your child.

### **Seniors/Yearbook**

We give every senior the opportunity to have their own page in the HCA yearbook. Seniors may put a page together and give it to us by January 1. All your pictures will need to be mounted on a paper that is 8"x10 1/2". Be sure your name is also on the page!

**SwapShoppe** - If you have something you want to sell, you can post that on our other Yahoo group, the HCA SwapShoppe. This group is for buying, selling, renting, swapping or giving away any kind of item (educational or not) and is to be advertised exclusively by HCA Umbrella, Tutorial and Co-op families. There is no fee for joining and there is no fee charged for buying or selling. Everything you make, you keep. You will get a listing once each week. Please email Sharon to remove your ad when your item sells. If you would like to join, contact Sharon Pustejovsky at [sjra@tds.net](mailto:sjra@tds.net).

### **Honor Society**

We provide an opportunity for our students to be recognized for their academic success, their service and leadership skills and their extra-curricular activities by qualifying for our school's honor society. Seniors must qualify by having a 21 or higher on their ACT. Tutorial students must have 3 teacher recommendations. Umbrella students must have personal recommendations that would know your character, one being a pastor/youth pastor. The forms that must be completed and turned in are attached.

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## **CRS (Church-Related School) ACTIVITIES AVAILABLE**

The following are some activities that are also available to our umbrella students.

- |              |   |
|--------------|---|
| September 7  | White Water Rafting Trip (registration deadline August 1)   |
| September 11 | Fall pictures for yearbook from 10-2 at New Hope Church<br>Everyone photographed will have their picture in yearbook/no<br>fee. |
| September 25 | Senior Meeting for Parents and Seniors 4:00 (at New Hope Church)  |
| October 16   | Picture make-up day 11-2 p.m.   |

January 15	Progress and Attendance Reports due
January 25	Science Fair (all grades invited to participate) 6-8 p.m.
March 5	Seniors need to have senior pages for the yearbook turned in today
March 5	Spring Pictures. These will not go in yearbook.
March 8	International Fair 6-8 p.m. (K-12 may participate)
March 19	Registration open to new students for the Co-op & Tutorial for next year
April 1	Deadline for turning in pictures for the yearbook
April 26-28	Achievement Tests
May 8	Grades due for graduating seniors 2 weeks before you want diploma
May 20	Graduation Rehearsal
May 21	High School Graduation
July 15	2 <sup>nd</sup> Progress and Attendance Report due

\*The dates, times and events listed above are subject to change. Always check the website or email the office for any last minute changes.

\*CRS students are also welcome to participate in the Honor Society.

**Graduation Requirements for college bound students (2 or 4 year degrees):**

(This form is also found on our website in a one page form)

**Heritage Christian Academy Graduation Requirements**

(This is intended to assist you with high school subject planning)

**Student** \_\_\_\_\_

Each student must take either the ACT or the SAT before they graduate.

Be sure to register using HCA's school code: 431-601

ACT score \_\_\_\_\_ Date tested \_\_\_\_\_

Register at: [www.actstudent.org](http://www.actstudent.org)

SAT score \_\_\_\_\_ Date tested \_\_\_\_\_

Register at: [www.collegeboard.com](http://www.collegeboard.com)

**TOTAL CREDITS EARNED** (24 credits are required to graduate with HCA)

9<sup>th</sup> grade \_\_\_\_\_  
10<sup>th</sup> grade \_\_\_\_\_  
11<sup>th</sup> grade \_\_\_\_\_  
12<sup>th</sup> grade \_\_\_\_\_  
Total Credits \_\_\_\_\_

**COURSES**

20 required course credits + 4 elective course credits = 24 required credits  
Check off course that you've taken, circle courses that you need to take.

**English** (4 credits required)

English I \_\_\_\_\_  
English II \_\_\_\_\_  
English III \_\_\_\_\_  
English IV \_\_\_\_\_  
(English should include writing, literature, vocabulary and grammar)

recommended)

**Foreign Language** (2 credits required)

Spanish I \_\_\_\_\_ II \_\_\_\_\_  
French I \_\_\_\_\_ II \_\_\_\_\_  
Latin I \_\_\_\_\_ II \_\_\_\_\_  
German I \_\_\_\_\_ II \_\_\_\_\_  
Other \_\_\_\_\_  
(2 years of same language required)

**History** (3 credits required)

World History \_\_\_\_\_  
US History \_\_\_\_\_  
Am. Government (.5 credit) \_\_\_\_\_  
Economics (.5 credits) \_\_\_\_\_

**Personal Finance** (.5 credit required)

Bible (4 credits recommended, but not required)

**Math** (3 credits required, 4 beginning in Fall 2012)

Algebra I \_\_\_\_\_  
Geometry \_\_\_\_\_  
Algebra II \_\_\_\_\_  
PreCalculus \_\_\_\_\_  
Advanced Math \_\_\_\_\_  
Consumer Math \_\_\_\_\_

**Science** (3 credits required, 4

Physical Science with lab \_\_\_\_\_  
Biology with lab \_\_\_\_\_  
Chemistry with lab \_\_\_\_\_  
Physics with lab \_\_\_\_\_  
Anatomy (Biology II) with lab \_\_\_\_\_  
Geology with lab \_\_\_\_\_  
Astronomy with lab \_\_\_\_\_  
Marine Biology with lab \_\_\_\_\_

**P.E. and Health (one of each required)**

P.E. \_\_\_\_\_ (1 credit)  
Health \_\_\_\_\_ (.5 credit)

**Fine Arts** (1 credit required) \_\_\_\_\_

May choose from Drama, Drawing, Painting, Dance, Art History, Music History, Musical Instrument, Band, Voice or Photography

**Electives**

World Geography \_\_\_\_\_  
Psychology \_\_\_\_\_  
European History \_\_\_\_\_  
Humanities \_\_\_\_\_  
Keyboard/Typing \_\_\_\_\_  
Computer \_\_\_\_\_  
Auto Mechanics \_\_\_\_\_  
Home Economics \_\_\_\_\_  
Critical Thinking/Logic \_\_\_\_\_  
ACT Prep Class \_\_\_\_\_  
Driver's Education \_\_\_\_\_  
Speech \_\_\_\_\_  
Sign Language \_\_\_\_\_  
Humanities \_\_\_\_\_

Consumer Math \_\_\_\_\_  
 Additional Math, Science, English, or History Classes \_\_\_\_\_  
 Career and Technical Education Classes or internships \_\_\_\_\_  
 Other \_\_\_\_\_

\*College-bound students are strongly encouraged to contact prospective colleges and universities and inquire as to specific high school classes that the college would recommend the student take for the particular college major that the student is interested in.

**FORMS AND FEES**

Form \_\_\_\_\_ Fee \_\_\_\_\_

**Driver's license form**

Birth Certificate must be on file. Student must be 15 years old to get permit.  
 Form expires in 30 days from date on form.  
 1st form -0-  
 2nd form \$5

**Attendance and Progress Reports**

Reports are available at our website. If you would like them mailed, send a self-addressed, stamped envelope.

**Teacher Card**

The teacher card and student card will be sent to everyone in August.  
 Just type in your name, print on cardstock and sign your card.

Diploma -0-  
 Diploma hard cover \$45

Students participating in ceremony will receive a cover at no extra fee.

**Transcripts for Seniors**

2 for college -0-  
 emailed to parents -0-  
 Additional transcripts \$5

\*Transcripts for K-11 \$5 If requested for your personal file.

\* Please note that if you enroll your child in a public or private school, HCA will send that school a transcript of your grades at **no charge**.

**Graduation Requirements for non-college bound students:**

**GENERAL EDUCATION**

Each student must take either the ACT or the SAT before they graduate.  
 No required score.

Be sure to register using HCA's school code: 431-601

ACT score \_\_\_\_\_ Date tested \_\_\_\_\_

Register at: [www.actstudent.org](http://www.actstudent.org)

SAT score \_\_\_\_\_ Date tested \_\_\_\_\_

Register at: [www.collegeboard.com](http://www.collegeboard.com)

**TOTAL CREDITS EARNED** (24 credits are required to graduate with HCA)

9<sup>th</sup> grade \_\_\_\_\_  
 10<sup>th</sup> grade \_\_\_\_\_  
 11<sup>th</sup> grade \_\_\_\_\_  
 12<sup>th</sup> grade \_\_\_\_\_

Total Credits \_\_\_\_\_

**English:** 4 required, emphasize writing skills

**Bible:** 4 years suggested

**Personal Finance:** (1 semester)

**Fine Arts:** 1 year required

**Science:**  
3 required, labs are optional, but recommended

**Foreign Language:** 1 year is required

**Math:**  
3 required: may be Consumer Math, General Math, Business Math, Pre-Algebra, Algebra, Geometry

**Social Science:**  
3 years required: World History, U.S. History  
1 semester of American Government and 1 semester of Economics

**Physical Education/Health/Wellness:**  
1 semester of P.E. and 1 semester of Health required

**Electives:**  
Suggestions: Typing, Computers, Auto Mechanics, Woodshop, Electronics, Home Economics, Driver's Education and other electives allowed.  
\*Students who choose not to go to college following high school should seek out future job/ interest related work experience. Investigate apprenticeships. Focus on electives of a particular technical area.

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## CURRICULUM RESOURCES AVAILABLE

<b><u>Company</u></b>	<b><u>Phone</u></b>	<b><u>Website</u></b>
A Beka Book	877-223-5226	<a href="http://www.abeka.com">www.abeka.com</a>
Above Rubies	877-729-9861	<a href="http://www.aboverubies.org">www.aboverubies.org</a>
Alpha Omega (ask for Ed)	615-754-7946	<a href="mailto:busytrina@comcast.net">busytrina@comcast.net</a> <a href="http://www.aohomeschooling.com">www.aohomeschooling.com</a>
American Family Association (nonprofit)		<a href="http://www.action.afa.net">www.action.afa.net</a>
Applause Learning Resources	800-277-5287	<a href="http://www.applauselearning.com">www.applauselearning.com</a>
Audio Memory Publishing	800-365-SING	<a href="http://www.audiomemory.com">www.audiomemory.com</a>
Bob Jones University Press	800-845-5731	<a href="http://www.bjupress.com">www.bjupress.com</a>
Bulk Herb Store	877-278-4257	<a href="http://www.bulkherbstore.com">www.bulkherbstore.com</a>
Calvert School	888-487-4652	<a href="http://www.calvertschool.org">www.calvertschool.org</a>
Chinaberry Books	800-776-2242	<a href="http://www.chinaberry.com">www.chinaberry.com</a>
Christian Book Distributors	800-Christian	<a href="http://www.christianbook.com">www.christianbook.com</a>
Delta Education	800-258-1302	<a href="http://www.delta-ed.com">www.delta-ed.com</a>
Doorposts	888-433-4749	<a href="http://www.doorposts.com">www.doorposts.com</a>
Free items		<a href="http://www.freecycle.org">www.freecycle.org</a>
Educational Resources	800-624-2926	

Excellence in Writing	800-856-5815	<a href="http://www.excellenceinwriting.com">www.excellenceinwriting.com</a>
Family Man		<a href="http://www.familymanweb.com">www.familymanweb.com</a>
Farm Country General Store	800-456-7694	<a href="http://www.clnf.org">www.clnf.org</a>
Five dollar dinners		<a href="http://www.5dollardinners.com">www.5dollardinners.com</a>
Frank Schaffer Publications	800-417-3261	<a href="http://www.frankshaffer.com">www.frankshaffer.com</a>
Garlic Press	541-345-0063	<a href="http://www.garlicpress.com">www.garlicpress.com</a>
God's World Book Club	800-951-BOOK	<a href="http://www.gwbc.com">www.gwbc.com</a>
Great Christian Books	800-775-5422	<a href="http://www.greatchristianbooks.com">www.greatchristianbooks.com</a>
Great Source	800-289-4490	<a href="http://www.greatsource.com">www.greatsource.com</a>
Guilt free homeschooling (a blog)		<a href="http://www.guiltfreehomeschooling.com">www.guiltfreehomeschooling.com</a>
Hearthsong	800-533-4397	<a href="http://www.hearthsong.com">www.hearthsong.com</a>
Home Education Center	800-788-0840	
Homeschool Junction	615-220-2006	
Homeschooling Today		<a href="http://www.homeschoolmarketplace.com">www.homeschoolmarketplace.com</a>
Jade Books	615-443-3643	<a href="http://www.jadebooks.com">www.jadebooks.com</a>
Joyous Home		<a href="http://www.joyoushome.com">www.joyoushome.com</a>
Key Curriculum Press	800-995-6284	<a href="http://www.keypress.com">www.keypress.com</a>
KONOS (unit studies)	972-924-2712	<a href="http://www.konos.com">www.konos.com</a>
Math-U-See	888-253-1784	
Modern Curriculum Press	410-647-2033	<a href="http://www.greathomeschoolbooks.com">www.greathomeschoolbooks.com</a>
Nasco Dissection Materials	800-558-9595	
Nathhan (special need children)	208-267-6246	<a href="http://www.nathhan.com">www.nathhan.com</a>
No Greater Joy		<a href="http://www.nogreaterjoy.org">www.nogreaterjoy.org</a>
Oriental Trading	800-228-2269	<a href="http://www.orientaltrading.com">www.orientaltrading.com</a>
Online book swap club		<a href="http://www.paperbackswap.com">www.paperbackswap.com</a>
Progeny Press	877-progeny	<a href="http://www.progenypress.com">www.progenypress.com</a>
Tara Cooks		<a href="http://www.taracooks.com">www.taracooks.com</a>
Teaching Home		<a href="http://www.teachinghome.com">www.teachinghome.com</a>
Tennessee Book company	800-456-0418	<a href="http://www.tennesseebook.com">www.tennesseebook.com</a>
The Father's Books	(651) 578-1581	<a href="http://www.thefathersbooks.com">www.thefathersbooks.com</a>
The Old Schoolhouse Magazine		<a href="http://www.thehomeschoolmagazine.com">www.thehomeschoolmagazine.com</a>
The Simple Woman's Daybook		<a href="http://www.thesimplewomansdaybook.blogspot.com">www.thesimplewomansdaybook.blogspot.com</a>
The Teacher's Aid	615-443-7138	<a href="http://www.teachernparty.com">www.teachernparty.com</a>
The Notgrass Company	800-211-8793	<a href="http://www.notgrass.com">www.notgrass.com</a>
Titus 2		<a href="http://www.titus2.com">www.titus2.com</a>
Unless the Lord magazine		<a href="http://www.unlessthe lord.com">www.unlessthe lord.com</a>
Rainbow Resouce Center, Inc.	888-841-3456	<a href="http://www.rainbowresource.com">www.rainbowresource.com</a>
Rod & Staff	800-761-0234	<a href="http://www.rodandstaffbooks.com">www.rodandstaffbooks.com</a>
Saxon (math)	800-225-5425	<a href="http://www.saxonhomeschool.hmhco.com">www.saxonhomeschool.hmhco.com</a>
Sing 'n Learn	800-460-1973	<a href="http://www.singnlearn.com">www.singnlearn.com</a>
Sonlight	303-730-6292	<a href="http://www.sonlight.com">www.sonlight.com</a>
Timberdoodle	800-478-0672	<a href="http://www.timberdoodle.com">www.timberdoodle.com</a>
Veritas Press	800-922-5082	<a href="http://www.VeritasPress.com">www.VeritasPress.com</a>
Verse of the Day		<a href="http://www.verseoftheday.com">www.verseoftheday.com</a>
Whole Heart Ministries	800-311-2146	<a href="http://www.wholeheart.org">www.wholeheart.org</a>

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\*The above list is only a sample of materials/information that may be of interest to homeschool families. We are not endorsing any particular curriculum, website or blog. You may find books that will be perfect for your family or you may find material that would be offensive. Please review all materials that you choose carefully.

## ORGANIZATIONS

### Heritage Christian Academy Umbrella

P.O. Box 1135  
Mt. Juliet, TN 37121

**Heritage Christian Academy  
Elementary Co-op**

P.O. Box 1135

Mt. Juliet, TN 37121

Contact person:

Becky Conger 615-453-7872

Available for students in grades K-6. Classes meet on Fridays at New Hope Baptist Church in Hermitage. There is a fee for enrollment. Parents volunteer to co-teach for 2 six-week sessions. There are many social and field trip opportunities. Parents are required to sign a statement of faith. Enrollment begins in March for the following year. Sign up early. We limit the number of students per class, and this fills up quickly!

**Heritage Christian Academy Tutorial**

P.O. Box 1135

Mt. Juliet, TN 37121

Contact person:

Katrina Hagerty 615-754-7946

Available for students in grades 7-12.

Classes meet on Fridays in Hermitage at New Hope Baptist Church. There is a fee for classes. Enrollment begins in March. Students must be interviewed prior to acceptance into this program. There are over 40 classes available. There are many social activities and academic opportunities in addition to classes. Enrollment begins in March. The earlier you sign up, the more class selections you will have available.

**MTHEA**

(Middle Tennessee Home Education Association)

P.O. Box 147 Old Hickory, TN 37138

615-477-6917

email: [office@mthea.org](mailto:office@mthea.org)

[ja@mthea.org](mailto:ja@mthea.org)

This organization has a monthly newsletter, a yearly curriculum fair, a banquet and a graduation.

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**THEA**

(Tennessee Home Education Association)

615-832-5340

**HSLDA**

(Home School Legal Defense Association)

540-338-5600

\$100 to join for the year. This membership is strongly recommended.

They will provide you free legal defense if the need were to arise. Members of MTHEA get a \$15 discount.

**LOCAL SUPPORT GROUPS**

Support groups are located in most areas.

A support group may be large and organized or it may be a couple of families that get together on a regular basis to do field trips. You may want to check with your church, library, YMCA, dance schools, bowling lanes, museums or community centers.

## TUTORIAL INFORMATION

### Tutorial Dress Expectations

1. No inappropriate slogans, pictures, advertisements, celebrities
2. Nothing too tight, too low, too sheer. No cleavage, please.
3. No tube tops, spaghetti straps, crop tops (no exposed bra straps)
4. No exposed bellies or backs
5. Shoes must be worn.
6. No hats (caps) for guys or girls. We want to see your eyes.
7. No short shorts/skirts. These should not be any shorter than 1 inch above the knee. If you have something between 1" and 3" above the knee, you must have leggings visible underneath. No cut-offs allowed.
8. Jeans with holes are permitted. However, to eliminate holes in revealing places, no holes higher than mid-thigh are allowed.
9. No facial or tongue piercing for anyone and no earrings for guys. (If you plan on getting a piercing, don't do it during the school year. You will have to remove it when you come to class regardless of how recently done).
10. Natural hair color only (black, brown, blonde, & red). No unnatural hair colors (pinks, blues, purples, greens, etc).
11. Please bathe, use deodorant and wear clean clothes. Body odor is offensive. If you are wondering if we can smell you, we probably can.

### Tutorial Class Expectations

Students are not allowed to bring to class:

- Ipod or other musical device (may be left in book box in hallway)

- Food or drink (other than water bottle)
- Phone...don't even think about it (phone may be left in book box in hallway)
- Hats/caps (leave in your car)
- Sunglasses
- 

Students are expected to bring:

- Pencil or pen
- Paper to write on
- Book and supplies for class
- Homework, paper, test, project or other required work...completed!
- Good manners
- Good attitude

Students are expected to be:

1. Well-disciplined.
2. Respectful to their tutors and elders, including their parents.
3. Respectful of the property of others.
4. Kind and encouraging to others.
5. Complete assignment given to them

### **TUTORIAL GUIDELINE FOLLOW-UP**

When a student is not dressing according to our dress policy or not following classroom rules, the following steps will be taken:

#1-4 above: The student will be provided a t-shirt to change into. They will be asked to exchange their shirt for the t-shirt given to them. The next week when they return the t-shirt (washed), their shirt will be returned.

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#5 above: Parent will be called to bring shoes to school.

#6 above: Any hat brought into the building will be confiscated until a note is signed by a parent and returned to us.

#7-8 above: The student will be given a pair of warm-up pants, in exchange for their shorts, skirt, etc. When they return them the next week (washed), they will be given their article of clothing.

#9 above: Any infraction on this rule during HCA time, the jewelry will be confiscated until this note is signed by a parent and returned to us.

#10 above: Student will be dismissed from tutorial with no refund.

#11 above: We will discreetly let you know or discuss with your parent.

Anything we confiscate in class will be brought to the Student Center and will be returned at the end of the day to either the parent or student.

If students are not bringing to class that which they are supposed to bring, the teacher will contact the parent. If this continues, we will need to meet with the parents of this student to discuss student's future at HCA.

Parents will be mailed a note advising them of the policy that was broken. The parent must sign the note and bring it back to the administration table.

After the 3<sup>rd</sup> offense the student will be sent home and suspended for one week.

Please know that we love each of the students that come through our doors. We do not in any way enjoy the task of enforcing these rules. However, we must do so in order to maintain the high standards of our school as a Christ-centered organization. Parents, we ask that you take the responsibility of making sure that your student is appropriately dressed according to the above guidelines each time they attend tutorial or any HCA function. As adults, it is our responsibility to teach our children that life does consist of rules, sometimes even rules that we may not necessarily agree with, but we must abide by them. If you have any questions or concerns regarding the above information given please feel free to contact: Jeana Williams or Darlene Duke

## TUTORIAL INFORMATION CONTINUED

**Student's Possessions** – Before you bring your students to tutorial, be sure your student's name is on everything he/she will be using – backpacks, lunch boxes, folders, books, coats, computers, guitars, calculators, phones, etc. Many times there is someone who will leave something behind in classroom and it is much easier to get it back to the owner if his/her name is on it. We also have a lost and found, but we will only keep items in the lost and found for two weeks and then the item will be disposed of or donated.

### **Volunteering at Tutorial:**

As parents we want the very best school experience possible for our children. When every parent volunteers to do something, we can offer so much more to our students each year. The more parents we have who are willing to volunteer, the more we will be able to offer to our children. If there is an area that we do not have parent volunteers, we will eliminate that activity for that year. We have many activities that need leaders and volunteers. We ask that you volunteer for at least a couple of areas. We have lots of information about activities we are doing or have done to help you. Also, if you have an idea of something that would be a good activity for our students, we will help you promote it.

### **Tutorial Mom Time:**

This is a mom-only time for a night or evening out with other Tutorial moms. Let us know if you are interested in organizing this. It could be a lunch or dinner out, a movie or performance, or just a game night at someone's home. This is a great opportunity to get to know other moms.

**Tutorial Snow Days:** You can check to see if a snow day is called, by watching Snowbird on News 4 beginning at 4:45 a.m. each weekday morning and running until 8:30 a.m. You can also check the website at [wsmv.com](http://wsmv.com). Closings are also listed on Channel 2 and Fox 17. This will be listed specifically as Heritage Christian Academy – Mt. Juliet – and no other variation of the name.

### **Land Between the Lakes:**

This is a fun fall trip for the co-op and tutorial students (only) that we do on a biannual basis. Parents also may attend. We stay in dormitories and learn lots of fun things from the park rangers and participate in lots of exciting activities. It is very educational and is a very memorable time

**Nashville Symphony** – This is for 5<sup>th</sup> grade and up. For more information, please check with tutorial administration.

**Business Directory** – If you or your husband have a business and would like to advertise it in our business directory, you may contact Joan Ferguson at [bjjmef@wmconnect.com](mailto:bjjmef@wmconnect.com).

**Tutorial Food/Drinks/Lunch** – Snacks and drinks are available in the Fellowship Hall area for \$0.50 an item. **NO SNACKS OR DRINKS ARE ALLOWED IN THE CLASSROOMS. THE ONLY PLACE IN THE BUILDING SNACKS OR DRINKS ARE ALLOWED IS IN FELLOWSHIP HALL.** Only water is allowed in classrooms. Students are to make their trash is cleaned up before returning to class. We have a scheduled lunch time from 11:30 to 12:00. Students may eat in Fellowship Hall at that time. You may bring a packed lunch or you may order pizza and/or chicken sandwiches. **Orders for pizza and chicken sandwiches must be placed and paid for by 10:15 a.m. Students can sign up and pay in the Student Center upstairs.** Pizza is \$1.00 a slice and a chicken sandwich is \$2.50. Orders will arrive at 11:30 and you will need to go to the lunch area to pick them up. There is a microwave in Fellowship Hall for reheating food. Please make sure you clean up after yourselves when you are finished.

**Tutorial Emergency Plan:** Please email Katrina If you are a registered nurse, have medical experience, or CPR training, we would like your name to be placed on a roster of those people we can call upon in case of an emergency. We have a first aid kit in tutorial. Let us know if your student is not allowed to have an Advil or Tylenol if they request it during Tutorial.

**Tutorial Fundraising:**

1. We also have a Little Caesar's fundraiser at the beginning of the school year. The tutorial promotes this, but co-op participates also. Participation in this fundraiser keeps our tutorial and co-op fees at a minimum. Jeana Williams is the administrator for this fundraiser.
2. We have a couple of different fundraisers we utilize to help purchase or maintain large additional items for our school, such as copy machine, projectors, etc. An easy way to earn money for our co-op is to save Box Tops for Education that you can find on many food products. We get 10 cents for each box top you save and turn in. There is a box in the administrative area where you may deposit your box tops. Pamela Archer is our coordinator.
3. We also have Kroger Cares cards where a percentage of your grocery bill is donated to our school whenever you shop at Kroger and present your card. It is very easy to use and is a great way to help our school. Contact Jeana Williams about getting a Kroger Cares card. The first \$20.00 you earn with your card goes into the HCA fund and then 4% of what you buy after that will be used to help you participate in activities. Funds you earn by using your Kroger Cares card after this initial \$20.00 may be used to save for your family to attend our camping trip to Land Between the Lakes, Christmas Formal, and our spring trip. If you decline using the funds towards the allowed activities, the funds will be used to benefit HCA.

**Tutorial Winter Formal:**

Each year, we plan a winter formal which includes dinner and dancing. The young ladies are dressed in beautiful ballroom gowns and the young men are dressed in suits or tuxedos. They enjoy a delicious formal dinner. We offer free dance lessons prior to this evening so they can practice their skills doing the waltz, swing and various circle dances. We do not encourage bringing "dates." Most of our student just come with their friends and have a wonderful formal experience.

**White Water Rafting:**

We offer a parent organized white water rafting trip each Labor Day on the Ocoee River. Students (age 12 and up) and parents are welcome to participate. Students going without their parent will have to have their parents sign a waiver in order to raft. Students provide their own transportation. Registration deadline and payment must be turned in by August 1. Chris and Kim MacDonald will be coordinating this year's trip. You may email them at [kamacdonald@bellsouth.net](mailto:kamacdonald@bellsouth.net).

**You may contact the following volunteers if you have additional questions:**

Jeana Williams  
[jeanaw@tds.net](mailto:jeanaw@tds.net)  
Darlene Duke  
[dmd3453@comcast.net](mailto:dmd3453@comcast.net)  
Brenda Williams  
[brendawilliams@comcast.net](mailto:brendawilliams@comcast.net)  
Katrina Hagerty  
[Busytrina@comcast.net](mailto:Busytrina@comcast.net)  
Kelley Dew  
[wedewschool@comcast.net](mailto:wedewschool@comcast.net)

**Honor Society**

We provide an opportunity for our students to be recognized for their academic success, their service and leadership skills and their extra-curricular activities by qualifying for our school's honor society. Seniors must qualify by having a 21 or higher on their ACT. Tutorial students must have 3 teacher recommendations. Umbrella students must have personal

recommendations that would know their character, one being a pastor/youth pastor. The forms that must be completed and turned in are on the following pages.





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Parent/Guardian Signature

Date

**No application will be processed without both signatures above.  
Seniors, participating in the graduation ceremony at HCA, who apply and are accepted  
into the honor society will receive a gold cord to wear at graduation.**

Umbrella and Tutorial seniors who turn in this form will receive a gold cord to wear at graduation